



DFA-INSURANCE REPRESENTATIVE

CHARACTERISTICS OF WORK:

This is administrative work within the Insurance Division of the Fiscal Management which involves maintaining agency communication to ensure proper information, benefits, and procedures are administered. This work includes assisting in answering procedural questions regarding plan benefits, claims handling, premium, and life insurance. Work is performed under general supervision of the Benefits Specialist and/or Claims Manager in accordance with State laws and agency regulations and policies.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university with twelve (12) semester hours of course work in business administration and/or insurance;

AND

Experience:

One (1) year of experience directly related to the described duties.

Required Documentation:

Applicants must attach a valid copy of his/her transcript or other evidence to verify completion of required course work.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Ensures organization within agency and resolves any problems.
2. Oversees benefit changes and assists Benefits Specialist with communication program.
3. Conducts reviews and surveys to ensure proper benefits are given and proper charges are used.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Reviews routine employee, retiree, consultants, claims administrator and agency questions to determine proper action to be taken.

Performs administrative duties to ensure compliance with routine office procedures.

Implements benefit changes within the state agencies to channel information regarding benefits.

Assists Benefits Specialist in designing and implementing a Communications Program.

Conducts periodic reviews of usual customary reasonable charge to maintain current pricing on medical procedures.

Conducts benefit surveys to ensure competitive benefits.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.